



**AUTO SHIP INSTRUCTIONS**

After making a sale with a product on autoship, tell the customer to please wait a moment while you get their confirmation number.

- 1) Press the Recording Button on your phone (it is 5th button up from the bottom.) You will hear a confirmation number two times.
- 2) Type the confirmation number in the space provided in the database. Do not give the customer this confirmation number, just put it into the system. If customer does ask for a confirmation number, refer them to their invoice number.
- 3) Press CNF/TRN Button